

Ref No : CHL/GOA/HRSS/OFFER/21/ZYDUS5853  
Date : 20/07/21

**Regd. Office :**  
'Zydus Corporate Park',  
Scheme No. 63, Survey No. 536, Khoraj  
(Gandhinagar), Nr. Vaishnodevi Circle,  
Ahmedabad, Gandhinagar - 382 481, India.  
Phone : +91-079-71800000, +91-079-48040000  
www.zyduscadila.com  
CIN : L24230GJ1995PLC025878

**Mr. Vaikunth Ganesh Nayak**  
2292, Vasant Nagar,  
Nr. Sanquelim Housing Board,  
Bicholim  
Goa - 403505

Dear **Mr. Nayak**,

We refer to your application and the subsequent interview.

We are pleased to offer you the position of **Senior Executive - Quality Assurance - Formulation** at our **Goa QA** Division based at **Goa** on the mutually agreed terms and conditions. Our offer is subject to you being found medically fit after examination by a medical practitioner appointed by us. We shall be issuing the regular letter of appointment on your joining the organisation.

You are requested to send us duplicate copy duly signed by you as acceptance of this offer letter along with Accepted/Received copy of your resignation from your existing Organization & date of your joining our Organization within 7 days of receipt of this Offer of Employment.

At the time of joining, we expect you to carry the following documents:

1. Resignation acceptance letter of previous organization.
2. Relieving letter from previous organization.
3. Last Drawn Salary Proof - Salary Certificate / Salary Slip.
4. Bank Statement of last six months in which salary gets credited.
5. Experience/Relieving Letter from all previous employers.
6. All original mark sheets, certificates and ID proofs
7. Copies of attested Testimonials (Leaving Certificate, Mark-sheets and degree certificates) of all academic qualifications and birthdate proof.
8. Five passport size and Three stamp size photographs.
9. Two Copies of PAN card and Aadhar Card.
10. Copy of permanent address proof.

It is believed that any information furnished to the company is true to the best of your knowledge. If the same is found to be incorrect or willfully suppressed or withheld at a later date, it will be construed as a breach of integrity and can lead to immediate withdrawal of the letter of offer and in case of having already joined the organisation it may lead to separation /discontinuation from the services, without any further reference to the cause.

You shall abide by all protocols for COVID 19 and any other infectious disease outbreak safeguards and safety measures that may be required, during your employment with us.

Welcome to Zydus! We look forward to a long and mutually rewarding relationship.

With best wishes,

Yours in Healthcare,

  
**Rajesh Nandedkar**  
**Dy. General Manager - HR & Admin**

I accept and shall join on or before \_\_\_\_\_.

Dated: \_\_\_\_\_

**Vaikunth Ganesh Nayak**

**SECTION - I****COMPENSATION PACKAGE**

NAME : MR. VAIKUNTH GANESH NAYAK

TITLE : SENIOR EXECUTIVE - QUALITY ASSURANCE - FORMULATION

COMPONENTS		SALARY PER ANNUM (Rs.)	SALARY PER MONTH (Rs.)
I.	<u>PRIMARY SALARY</u> A] BASIC SALARY	106440	8870
II.	<u>ALLOWANCES</u> A] HOUSE RENT ALLOWANCE B] EDUCATION ALLOWANCE C] TRANSPORT ALLOWANCE D] MEDICAL ALLOWANCE E] UNIFORM ALLOWANCE	50796 30000 19200 15000 9000	4233 2500 1600 1250 750
III.	<u>REIMBURSEMENTS [Maximum upto]</u> A] EX-GRATIA/BONUS B] VACATION ALLOWANCE / LTC	16800 6000	1400 500
IV.	<u>RETIREMENT BENEFITS</u> A] PROVIDENT FUND CONTRIBUTION [12% OF PRIMARY SALARY] <b>TOTAL GROSS PER ANNUM</b>	12773  <b>266009</b>	1064  <b>22167</b>
V.	<u>OTHER BENEFITS</u> * Gratuity As Per Act - [4.80% Primary Salary]	5112	426
<b>TOTAL</b>		<b>271121</b>	<b>22593</b>

\* Subject to provision of payment of Gratuity Act, Amount shown is for reference and not to be considered for computation of increment

I accept

(Vaikunth Ganesh Nayak)

Date :



Rajesh Nandedkar

Dy General Manager - HR &amp; Admin